



ANNA M. HODGES
ADMINISTRATOR

PAULA BLACK
ASSISTANT
ADMINISTRATOR

Records Request Form

Required Information

Name(s) of parties at the time of the action: _____

Case(s) No: _____

Requestor Contact info (including address): _____

**** Cases concerning paternity issues we need the names of all parties ****

- Child Support/Custody Liens Small Claim Family
- Divorce Decree/Martial Settlement Name Change Large Claim Other

Dates/Approximate year of Action: From: _____ To: _____

In order to obtain documents from a file you will need to do the following:

- Send in a written request for the divorce decree.
- You will need to include the case number. If you are unable to provide the case number, there is a **\$5.00 search fee to locate the case number**. We will need both parties name.
- There is a **\$5.00 fee for a copy of the decree**. If you would like the Decree certified, then you will need to add an additional \$5.00 for certification. Please make your check or money order made payable to the "CLERK OF CIRCUIT COURTS".
- Copies are \$1.25 per page of information.

Reason for Request: _____

Note: The request can take up to 2-3 weeks

For questions or concerns please contact:

The Record Center at (414) 278-4135